79TH ORDNANCE BATTALION (EOD)
COMMAND INSPECTION CHECKLIST
GENERAL ADMINISTRATION
11 February 2000

UNIT INSPECTED:_____ SECTION
INSPECTED:_____

DATE:_____
INSPECTOR:_____

                                             GO   NO
GO
1.   Does unit maintain AR 600-8-6, Dtd 20 May 94;
DA PAM 600-8, Dtd 1 Aug 86; AR 600-20, Dtd 30 Mar
88; AR 600-200, Dtd 10 Oct 90   _____ _____

2.   Are soldiers positioned in their PMOS at the
same grade or one grade lower/two grades higher?
AR 600-200, para 3-4a (1) **   _____   _____

3.   Are bonus recipients being properly utilized?
AR 600-200, para 3-4 (e)   _____ _____

4.   Does the unit maintain copies of DA Form 4187
in unit files? DA PAM 600-8, para 9-4e (3)   _____   _____

5.   Does the Unit CDR use the ERB or DA Form 2A,
DA Form 2-1, and AAA-095 (C-95) to determine if soldier
is eligible for Favorable Personnel Actions?   _____ _____

6.   Does the unit do DA Form 4187 for soldiers
TDY for 30 days or more to adjust their duty status
 codes and forward copies to the servicing PSC?
AR 600-8-6, chapter 2, para 2-2 and 2-7   _____ _____

7.   Is the unit utilizing DA Form 647 or 647-1 to
account for military personnel arriving,departing
and for TDY?
AR 680-1, para 17a; AR 600-8-6, para 2-9   _____   ____

8.   If DA Form 647 is used, is the register being
filled out correctly & until all spaces are filled?
AR 600-8-6, para 2-9   _____   _____

9.   Have single parent personnel been counseled
on DA Form 5304-R? AR 600-20, para 5-5**   _____   _____

10. Has the DA Form 5305-R been completed and
approved by the Company Commander within two months
of the date the DA Form 5305-R was executed?
AR 600-20, para 5-5h**   _____

_____

                                              GO   NO
                 GO
11. Has the DA Form 5305-R been recertified at
least annually during the soldier's birth month?
AR 600-20, para 5-5I**   _____   _____

12. Have the DA Form 5305-R and 5304-R of
departed soldiers been destroyed 90 days
after departure?
** AR 600-20, para 5-5h   _____   _____

13. Are Bulletin Boards neatly arranged and
divided into "Temporary" and "Permanent"sections? _____ _____

14. Does "Permanent" side include:
     Assumption of Command   _____ _____
     Open Door Policy   _____ _____
     IG Information   _____ _____
     Sexual Harassment Policy   _____ _____
     Equal Opportunity Policy   _____ _____

15. Does "Temporary" side include:
     Duty Rosters   _____ _____
     Upcoming Events   _____ _____
     Rating Schemes NCOER and OER   _____ _____

16. Do unit personnel conduct an annual records
review?   _____ _____

17. Does the AAA 162 (C27) report reflect
correct rank for personnel in the unit?   _____ _____

18. WERE ALL DEFICIENCIES CORRECTED
FROM LAST INSPECTION?**   _____ _____

OVERALL RATING: UNSATISFACTORY   SATISFACTORY   COMMENDABLE

COMMENTS:_____

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** Denotes critical areas